

NATIONAL EXAMINING BOARD FOR DENTAL NURSES



ONLINE RECORD OF EXPERIENCE STUDENT USER GUIDE

November 2013

Introduction

In this guide you will be introduced to the basics of participating in NEBDN's new electronic Record of Experience (e-RoE). It will take you step-by-step through entering the e-RoE and working within the e-RoE.

What is the e-RoE

The e-RoE is NEBDN's online work based assessment portfolio which is designed to enhance your learning experience by providing access to online activities.

The purpose of the e-RoE is to ensure student dental nurses receive formative assessments carried out in the workplace to an approved standard. All those involved in the formative assessment process must ensure they are familiar with the standards expected of a newly qualified dental nurse and make assessment decisions based purely on the criteria set by NEBDN and described in the checklists attached to each of the Practical Experience Record Sheets.

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1 Login

Many different people use this website. To protect their privacy and to enable proper functioning of the RoE process, each person is given access to specific parts of the site and to information relevant to their role and identity.

To access any of the website contents, you must log in. That way, the system knows who you are and what areas of the website to make available to you.

This is the page that every visitor to the website sees before logging in. You may enter your username and password at the top right or at the bottom left. Both sets of fields have the same effect.

For a user who has forgotten his/her username or password, this page provides a link to recover or reset it. See Section 7

For someone who does not have a user account, this page also provides a method to request one. However, please remember that having a user accounts is only the first step toward gaining access to the site content. In general, you must also be enrolled on a specific course or programme or invited to join one.

To log in, enter your username and password, then click "Login". Remember that both your username and password are 'case-sensitive' – you must type them exactly as given.

National Examining Board for Dental Nurses: Login to the site

Returning to this web site?

Login here using your username and password
(Cookies must be enabled in your browser)
Your session has timed out. Please login again.

Username
Password
☐ Remember username
Login
[Forgotten your username or password?](#)

Is this your first time here?

Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrolment key", which you won't need until later. Here are the steps:

1. Fill out the [New Account](#) form with your details.
2. An email will be immediately sent to your email address.
3. If you don't see an email within a short time, please check your "junk" folder.
4. Read your email, and click on the web link it contains.
5. Your account will be confirmed and you will be logged in.
6. Now, select the course you want to participate in.
7. If you are prompted for an "enrolment key" - use the one that your teacher has given you. This will "enrol" you in the course.
8. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

[Create new account](#)

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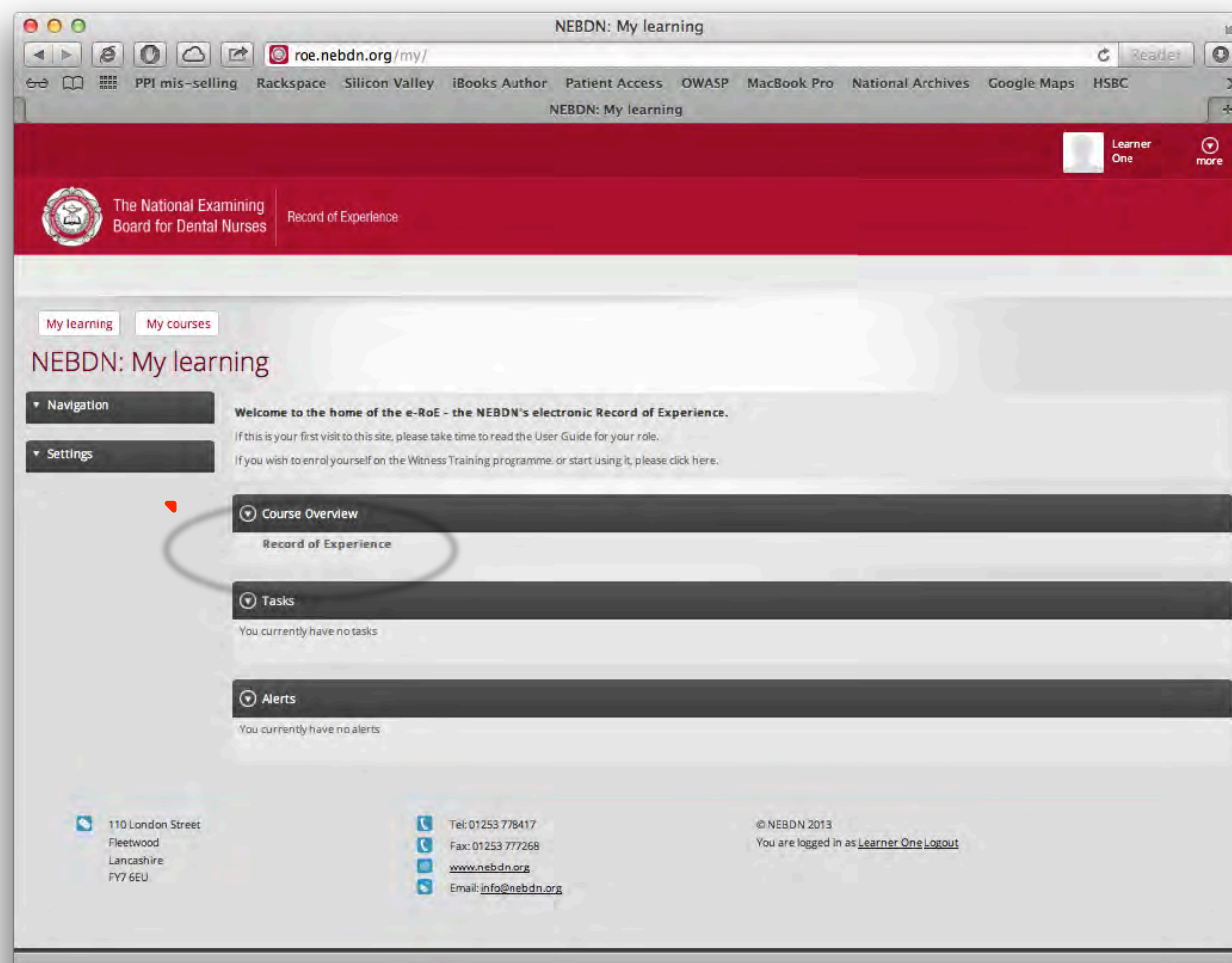
© NEBDN 2013
You are not logged in.

2 Home page

Once you are logged in, you should see this page. This is your 'home page'. From it you can access the Record of Experience.

If there are any tasks awaiting your attention or alerts about changes in the system, you should see a notification here.

To access the RoE, click "Record of Experience"



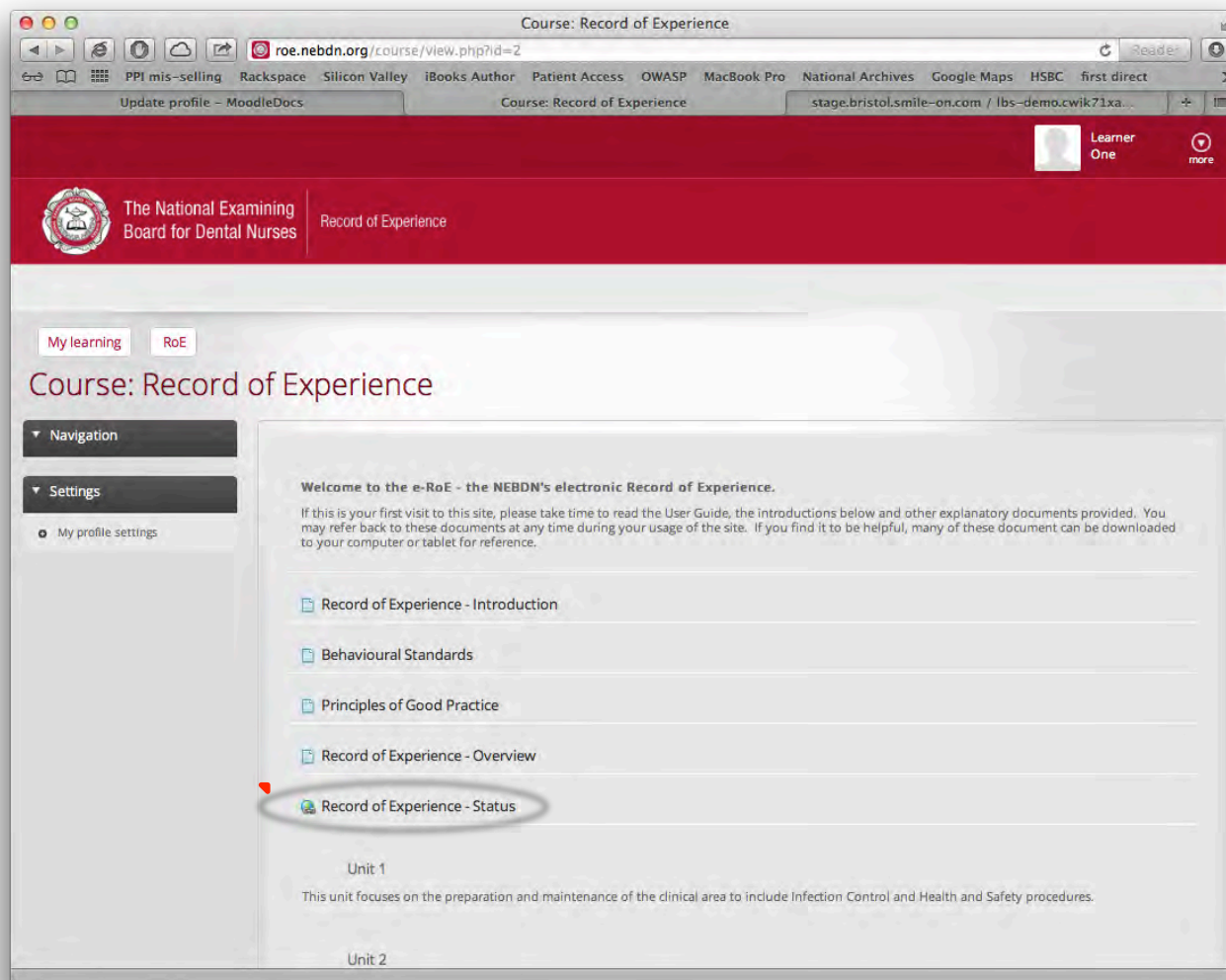
3 Record of Experience

3.1 RoE introduction

This is the introductory page of the RoE. It provides access to all parts of the RoE, along with a number of explanatory documents. You should read these. They include:

- Introduction
- Behavioural Standards
- Principles of Good Practice
- Overview

The last item before the five units of the RoE is the “Record of Experience – Status”, a live ‘tracking document’.



3.2 Record of Experience – Status

The “Record of Experience – Status” page is a live ‘tracking document’, showing the current status of each element of your RoE.

The full list takes several pages. However, you can select a shorter list, selected by:

- Unit (1, 2, 3, 4 or 5)
- Activity type (PERS or SO)
- Progress

or any combination of these.

Once you have selected the criteria, click “Filter” to display the abbreviated list.

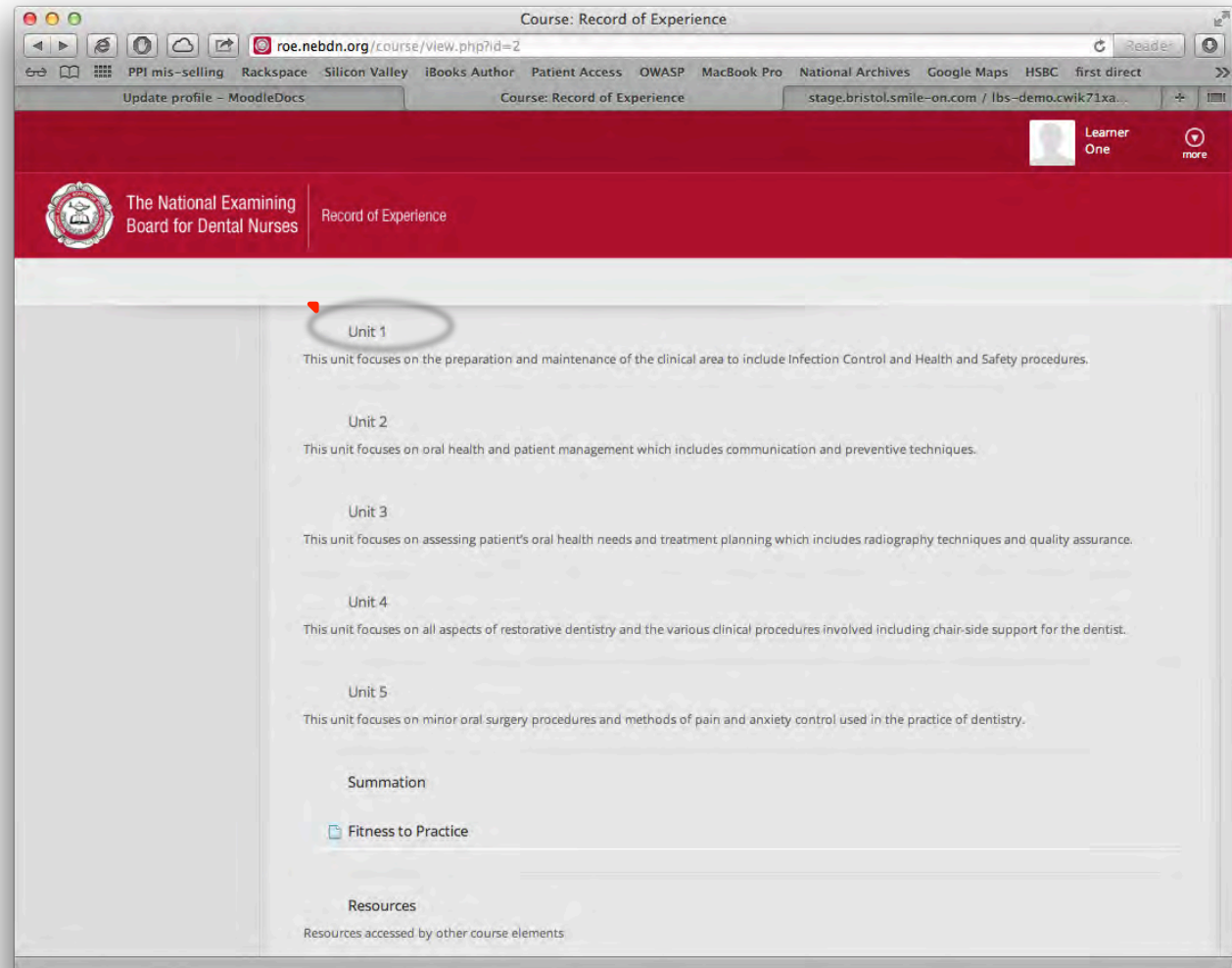
To go to any specific element of the RoE, simply click on its name.

To return to the “Record of Experience” page, click the back arrow on your browser.

Unit	Activity	Range	Patient	Progress	Time limit
Unit 1	PERS 1.1.a Preparing and Maintaining the ...	Restorative procedure	Adult	Started	
	PERS 1.1.b Preparing and Maintaining the ...	Periodontal procedure		Started	
	PERS 1.1.c Preparing and Maintaining the ...	Extraction		Started	
	PERS 1.2.a Sterilising Process	Restorative or periodontal instruments		Started	
	PERS 1.2.b Sterilising Process	Extraction forceps or surgical instruments		Started	
	PERS 1.2.c Sterilising Process	Handpiece		Started	
	PERS 1.3.a Disinfection of Impressions	Alginate impression		Started	
	PERS 1.3.a Disinfection of Impressions	Alginate impression		Started	
	PERS 1.3.b Disinfection of Impressions	Elastomer impression		Started	
	PERS 1.3.b Disinfection of Impressions	Elastomer impression		Started	
	PERS 1.3.b Disinfection of Impressions	Elastomer impression		Started	
	SO 1.1 Supplementary Outcome Appendix A	GDC Standards Guidance		Started	
	SO 1.2 Supplementary Outcome Appendix B	Infection Control policy of the workplace		Started	
	SO 1.3 Supplementary Outcome Appendix C	Personal Development Plan		Started	
Unit 2	SO 1.4 Supplementary Outcome Appendix D	Basic Life Support Training		Started	
	PERS 2.1.a Assisting with Preventive Treatment	Scale and polish procedure		Started	
	PERS 2.1.b Assisting with Preventive Treatment	Fissure sealant		Started	
	PERS 2.1.c Assisting with Preventive Treatment	Topical fluoride		Started	
	SO 2.1 Supplementary Outcome Appendix E	Oral Hygiene Instruction		Started	
	SO 2.2 Supplementary Outcome Appendix F	Terminology		Started	

3.3 RoE - Units

Further down the “Record of Experience” page, you will see the five main units of the RoE. Access any of them by clicking on the title – e.g. “Unit 1”.



3.4 RoE Unit

The Practical Experience Record Sheets (PERS) in each Unit of the RoE are divided into sections. After these sections, each unit includes a number of Supplementary Outcomes (SO).

An introduction is provided to each unit, accessible by clicking on its title – in this example “Unit 1 Introduction”.

To return to the main “Record of Experience” page, click the “Back to course Record of Experience” link, or the back button on your browser.

The screenshot shows a web browser window displaying the 'Course: Record of Experience' page. The browser's address bar shows the URL 'roe.nebdn.org/course/view.php?id=2§ion=1'. The page has a red header with the NEBDN logo and the text 'The National Examining Board for Dental Nurses' and 'Record of Experience'. Below the header, there are tabs for 'My learning', 'RoE', and 'Unit 1'. The main content area is titled 'Course: Record of Experience' and contains a 'Navigation' sidebar with 'Settings' and 'My profile settings'. The main content area lists 'Unit 1' with a description: 'This unit focuses on the preparation and maintenance of the clinical area to include Infection Control and Health and Safety procedures.' Below this, there is a list of sections: 'Unit 1 Section 1: Preparing and Maintaining the Clinical Area', 'Unit 1 Section 2: Sterilisation process', 'Unit 1 Section 3: Disinfection of Impressions', and 'Unit 1 Supplementary Outcomes'. The 'Unit 1 Introduction' link is circled in red. At the bottom of the page, there is contact information for NEBDN, including the address '110 London Street Fleetwood', telephone number '01253 778417', fax number '01253 777268', and copyright notice '© NEBDN 2013'. The user is logged in as 'Learner One'.

3.5 RoE Unit introduction

To return to the “Unit” main page, click the back arrow on your browser.

The screenshot shows a web browser window displaying the 'RoE: Unit 1 Introduction' page. The browser's address bar shows the URL 'roe.nebdn.org/mod/page/view.php?id=6'. The page has a red header with the NEBDN logo and the text 'The National Examining Board for Dental Nurses' and 'Record of Experience'. A user profile icon labeled 'Learner One' is in the top right. Below the header, there are navigation tabs: 'My learning', 'RoE', 'Unit 1', and 'Unit 1 Introduction'. The main content area is titled 'RoE: Unit 1 Introduction' and contains a section 'Unit 1 Introduction' with the following text: 'This unit focuses on the preparation and maintenance of the clinical area to include Infection Control and Health and Safety procedures. There are 9 Learning Outcomes to this unit. At the end of each unit the candidate will be able to:'. A bulleted list of learning outcomes follows: 'Demonstrate the preparation and maintenance of the clinical area for specific operative procedures.', 'Carry out a full decontamination process for a variety of instruments.', 'Demonstrate effective disinfection of a range of impressions.', 'Maintenance and testing of auto clave.', 'Give a reflective account of the most recent Basic Life Support training received in the workplace. Please enclose a copy of your BLS Certificate which must not be older than 12 months from the purchase date of this RoE.', 'Outline a list of emergency drugs/equipment held in their clinical area.', 'Answer questions relating to the GDC 'Standards Guidance' document.', 'Answer questions relating to the Infection Control policy from their clinical area.', and 'Complete a Personal Development Plan.' Below the list, it says 'Last modified: Sunday, 28 July 2013, 12:48 PM'. The footer contains contact information for NEBDN: '110 London Street, Fleetwood, Lancashire, FY7 6EU', 'Tel: 01253 778417', 'Fax: 01253 777268', 'www.nebdn.org', and 'Email: info@nebdn.org'. It also includes copyright information '© NEBDN 2013' and a login status 'You are logged in as Learner One Logout'.

Search

RoE: Unit 1 Introduction

roe.nebdn.org/mod/page/view.php?id=6

Learner One

The National Examining Board for Dental Nurses

Record of Experience

My learning RoE Unit 1 Unit 1 Introduction

RoE: Unit 1 Introduction

Navigation

Settings

My profile settings

Unit 1 Introduction

This unit focuses on the preparation and maintenance of the clinical area to include Infection Control and Health and Safety procedures.

There are 9 Learning Outcomes to this unit.

At the end of each unit the candidate will be able to:

- Demonstrate the preparation and maintenance of the clinical area for specific operative procedures.
- Carry out a full decontamination process for a variety of instruments.
- Demonstrate effective disinfection of a range of impressions.
- Maintenance and testing of auto clave.
- Give a reflective account of the most recent Basic Life Support training received in the workplace. Please enclose a copy of your BLS Certificate which must not be older than 12 months from the purchase date of this RoE.
- Outline a list of emergency drugs/equipment held in their clinical area.
- Answer questions relating to the GDC 'Standards Guidance' document.
- Answer questions relating to the Infection Control policy from their clinical area.
- Complete a Personal Development Plan.

Last modified: Sunday, 28 July 2013, 12:48 PM

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[Admin User] You are logged in as Learner One Logout

3.6 RoE Unit Section

Each section of a RoE Unit has its own short introduction.

An individual PERS is accessed by clicking on its title.

Course: Record of Experience

roe.nebdn.org/course/view.php?id=2§ion=2

Update profile - MoodleDocs

Course: Record of Experience

stage.bristol.smile-on.com / lbs-demo.cwik71xa...

Learner One more

The National Examining Board for Dental Nurses

Record of Experience

My learning RoE Unit 1 Unit 1 Section 1: Preparing and Maintaining the Clinical Area

Course: Record of Experience

Navigation

Settings

My profile settings

Back to 'Unit 1'

Unit 1 Section 1: Preparing and Maintaining the Clinical Area

Unit 1 Section 1: Introduction

PERS 1.1.a Preparing and Maintaining the Clinical Area

PERS 1.1.b Preparing and Maintaining the Clinical Area

PERS 1.1.c Preparing and Maintaining the Clinical Area

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You are logged in as Learner One [logout](#)

3.7 RoE Unit Section introduction

To return to the “Section” main page, click the back arrow on your browser.

The screenshot shows a web browser window displaying the 'RoE: Unit 1 Section 1: Introduction' page. The browser's address bar shows the URL 'roe.nebdn.org/mod/page/view.php?id=7'. The page has a red header with the NEBDN logo and the text 'The National Examining Board for Dental Nurses' and 'Record of Experience'. A user profile 'Learner One' is logged in. Below the header, there are navigation tabs: 'My learning', 'RoE', 'Unit 1', 'Unit 1 Section 1: Preparing and Maintaining the Cl...', and 'Unit 1 Section 1: Introduction'. The main content area is titled 'RoE: Unit 1 Section 1: Introduction' and contains a 'Unit 1 Section 1: Introduction' box. This box lists a 'Range' of procedures: 'a) Restorative procedure', 'b) Periodontal procedure', and 'c) Extraction'. It also lists 'Requirements: 1 PER from each of the range' and 'Total 3 PERs'. The page was 'Last modified: Monday, 29 July 2013, 1:29 PM'. The footer contains contact information for NEBDN, including the address '110 London Street, Fleetwood, Lancashire, FY7 6EU', telephone '01253 778417', fax '01253 777268', website 'www.nebdn.org', and email 'info@nebdn.org'. It also includes a copyright notice '© NEBDN 2013' and a login status message: '[Admin User] You are logged in as Learner One Logout'.

4 Practical Experience Record Sheet (PERS)

4.1 Practical Experience Record Sheet (PERS)

Each PERS has to pass through a series of steps, from you, the student, to your witness and then to your tutor.

When anyone first opens a PERS, they see all of the instructions and any content that has been entered. In this example, no content has been entered yet.

To edit the contents, click the “edit” icon (a small pencil). There is one at the top of the page and another at the bottom.

Be aware, however, that each person who has a role in this process can edit only some of the fields in the PERS, but all of them can see all of the content.

Also, there is a strict procedure for passing the PERS from one role to another. Once someone passes the PERS on to another, they can no longer edit it. To do so, the PERS would have to be ‘returned’ to them.

The screenshot shows a web browser window displaying the PERS 1.1.c Preparing and Maintaining the Clinical Area form. The browser address bar shows the URL: roe.nebdn.org/mod/dataform/view.php?id=17&view=51&entryid=39. The page header includes the National Examining Board for Dental Nurses logo and the text "Record of Experience". The user is logged in as "Learner One".

The form title is "PERS 1.1.c Preparing and Maintaining the Clinical Area". Below the title, there is a "Current view" dropdown menu set to "Practical Experience Record Sheet".

The form contains several sections:

- Student Information:**
 - Student: Learner One
 - Range: Extraction
 - Patient type:
 - Date of Activity:
- Instructions:**
 - The Practical Experience Record Sheet is a true representation of my own involvement in the task described.
 - 1. Clinical area details:
 - Guidance Notes:
 - Students should state the procedure to be carried out.
 - Students should detail the clinical area, the equipment switched on, and the preparation of the area for the procedure.
 - Students should state the particular instruments and materials (where relevant) set out, as well as the relevant patient records
 - 2. Details of how clinical area managed after procedure:
 - Guidance Notes:
 - Students should explain how instruments, sharps, equipment, surfaces were decontaminated and sterilised after the procedure.
 - Students should give details of all relevant waste disposal techniques used.
 - 3. Reflective Account:
 - Guidance Notes:
 - Students should identify their strengths and weaknesses during the procedure and describe any action they would take to address weaknesses in the future, if required.

4.2 Editing a PERS – details

Clicking the “edit” icon opens up any fields that you are permitted to edit.

In this example you can see selectors for:

- Range
- Patient type

And a field for the date on which the procedure being reported was carried out.

Note that the date field must be “enabled” by ticking the checkbox opposite the word “Enable”.

The screenshot shows a web browser window displaying the 'PERS 1.1.c Preparing and Maintaining the Clinical Area' form. The browser's address bar shows the URL 'roe.nebdn.org/mod/dataform/view.php?id=17&view=51&filter=43&editentries=39&sesskey=2DMgBHTvt&eids=39'. The page header includes the logo of The National Examining Board for Dental Nurses and the text 'Record of Experience'. The form itself has a navigation sidebar on the left with links to 'My learning', 'RoE', 'Unit 1', and 'Unit 1 Section 1: Preparing and Maintaining the Clinical Area'. The main content area is titled 'PERS 1.1.c Preparing and Maintaining the Clinical Area' and contains a 'Current view' dropdown set to 'Practical Experience Record Sh'. Below this are two buttons: 'Save changes' and 'Cancel'. The form fields include: 'Student: Range:' (a dropdown menu), 'Patient type:' (a dropdown menu), 'Date of Activity:' (a date picker with fields for day, month, and year), and a checkbox labeled 'Enable'.

4.3 Editing a PERS – report

The main report for the PERS consists of three text fields:

- description
- procedure
- reflection

The field size should be sufficient for the text you wish to enter, but more room is available.

The screenshot shows a web browser window displaying the 'PERS 1.1.c Preparing and Maintaining the Clinical Area' form. The browser's address bar shows the URL: roe.nebdn.org/mod/dataform/view.php?id=17&view=51&filter=43&editentries=39&sesskey=2DMgBHTvt&ids=39. The page has a red header with the logo of The National Examining Board for Dental Nurses and the text 'Record of Experience'. The main content area is divided into three sections, each with a title, guidance notes, and a large text input field.

1. Clinical area details:
Guidance Notes:
*Students should state the procedure to be carried out.
Students should detail the clinical area, the equipment switched on, and the preparation of the area for the procedure.
Students should state the particular instruments and materials (where relevant) set out, as well as the relevant patient records.*

2. Details of how clinical area managed after procedure:
Guidance Notes:
*Students should explain how instruments, sharps, equipment, surfaces were decontaminated and sterilised after the procedure.
Students should give details of all relevant waste disposal techniques used.*

3. Reflective Account:
Guidance Notes:
Students should identify their strengths and weaknesses during the procedure and describe any action they would take to address weaknesses in the future, if required.

4.4 Editing a PERS – more text

In case of need, each field can be increased in size by dragging the bottom right-hand corner.

The screenshot shows a web browser window with the URL `roe.nebdn.org/mod/dataform/view.php?id=17&view=51&filter=43&editentries=39&sesskey=2DMgBHTvt&ids=39`. The page title is "PERS 1.1.c Preparing and Maintaining the Clinical Area". The browser's address bar and tabs are visible at the top. The page has a red header with the logo of The National Examining Board for Dental Nurses and the text "Record of Experience". A user profile "Learner One" is shown in the top right corner. The main content area is divided into two sections:

1. Clinical area details:

Guidance Notes:
Students should state the procedure to be carried out.
Students should detail the clinical area, the equipment switched on, and the preparation of the area for the procedure.
Students should state the particular instruments and materials (where relevant) set out, as well as the relevant patient records

2. Details of how clinical area managed after procedure:

Guidance Notes:
Students should explain how instruments, sharps, equipment, surfaces were decontaminated and sterilised after the procedure.
Students should give details of all relevant waste disposal techniques used.

4.5 Editing a PERS – saving your entry!!

Do not forget to click the “Save changes” button when you are done. Without that action, all you have entered will be lost and cannot be recovered.

You can save many times along the way, then return to editing. If you need to take a break, or are interrupted, SAVE your work!!

On this example you can see the fields that your witness and tutor will have to complete after you.

PERS 1.1.c Preparing and Maintaining the Clinical Area

roe.nebdn.org/mod/dataform/view.php?id=17&view=51&filter=43&editentries=39&sesskey=2DMgBHTvt&ids=39

Update profile – MoodleDocs PERS 1.1.c Preparing and Maintaining the Clinical Area stage.bristol.smile-on.com / lbs-demo.cwik71xa...

Learner One more

The National Examining Board for Dental Nurses Record of Experience

Surgery Preparation:
 Student turned on all equipment required for the procedure:
 Student donned appropriate PPE (gloves, mask, eye protection, appropriate clinical dress):
 Student cleaned work surface using viricidal disinfectant or detergent solution:
 Student flushed through all water lines:
 Student applied disposable covers to required areas of the dental surgery e.g. light handles, control panel etc:
 Student made all required patient records and radiographs available:
 Identify the planned procedure and confirm with the clinician:
 Student prepared all instruments, materials and equipment required for the procedure in their order of use:

Clearing Away:
 Student removed all sharps safely from the clinical area:
 Student disposed of all sharps appropriately:
 Student disposed of clinical waste appropriately:
 Student disposed of special waste appropriately:
 Student transferred dirty instruments to the decontamination zone safely:
 Student carried out effective instrument decontamination procedures:
 Student carried out effective decontamination procedures on the surgery equipment e.g. work surface, dental chair, spittoon dental chair, spittoon:
 Student carried out procedure with consideration for the patient's condition e.g. latex allergy:

Professionalism:
 Student demonstrated professionalism throughout the procedure:
 Student demonstrated effective team working throughout the procedure:
 Student demonstrated effective clinical decision making throughout the procedure:
 Student managed themselves and the clinical environment in line with current standards and guidelines:

4. Witness Feedback
 This Section should be completed by the GDC (or other) registrant who witnessed the activity of the student and is assessing their competence. Constructive feedback will help the student to develop their performance in the workplace.
 Witness Assessment of Competency:
 I confirm that the performance of the student demonstrated competence as indicated in the table above

5. Tutor Feedback
 This section should be completed by the GDC registrant who is assessing all sections of the completed PER and is normally based at the Training Centre. Constructive feedback will help the student to develop their performance in the workplace.
 Tutor Feedback to Student:
 Tutor Judgement:
 Sampled by Internal Moderator:
 Meets NEBDN requirements:

Save changes
Cancel

4.6 Finishing your part of a PERS

Once you have finished editing a PERS and have saved your work, decide if it is ready to be passed on to your witness.

You can find the workflow block on the left of the PERS, towards the top. When you consider the PERS to be ready, click the “Finish step” button. Your PERS will then be available to your witness for assessment.

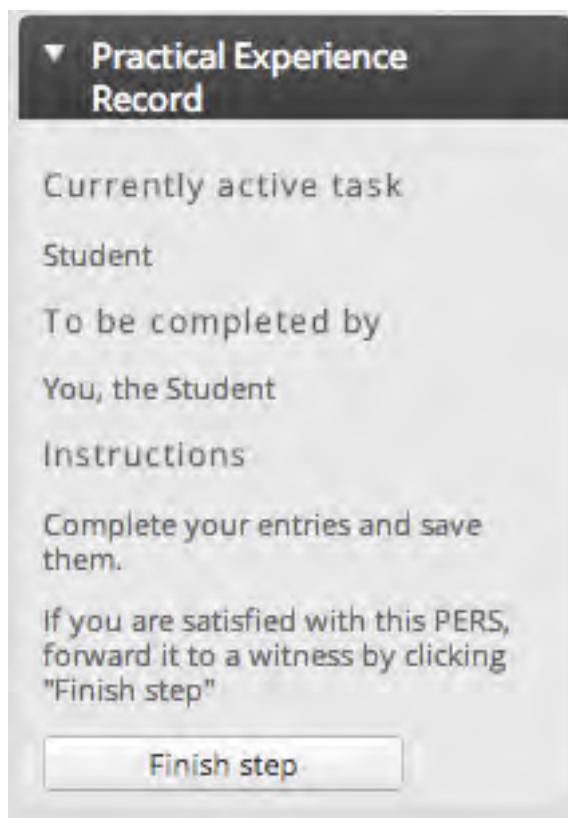
Once your witness has finished he/she will pass your PERS on to your tutor for final assessment. Witnesses are required by the GDC to complete their part of this process within seven days of the clinical activity having taken place. Students should therefore complete the PERS as soon as possible after the clinical activity.

If either witness or tutor considers that you should take another look at the PERS, they may return it to you. You will receive a notification and, when you open the PERS, you can read any comments they have added.

Be aware that neither witness nor tutor can edit your entries. All they can do is comment.

After you have edited the PERS (and saved it) you will be able to return it to your witness by clicking on “Finish step”.

Should your PERS be rejected totally, you will have to start again, performing a new procedure and completing a new PERS.



The screenshot shows a web interface titled "Practical Experience Record". It contains the following text:

Currently active task

Student

To be completed by

You, the Student

Instructions

Complete your entries and save them.

If you are satisfied with this PERS, forward it to a witness by clicking "Finish step"

At the bottom, there is a button labeled "Finish step".

5 Supplementary Outcomes

5.1 Selecting an SO

Each Unit in the RoE includes a number of Supplementary Outcomes. They are located in the SO section of the Unit.

Any SO can be selected by clicking its title.

The screenshot displays the NEBDN e-RoE web application. The browser address bar shows the URL `roe.nebdn.org/course/view.php?id=2§ion=5`. The page header is red and contains the NEBDN logo, the text 'The National Examining Board for Dental Nurses', and 'Record of Experience'. A user profile for 'Learner One' is visible in the top right corner. Below the header, there are navigation tabs: 'My learning', 'RoE', 'Unit 1', and 'Unit 1 Supplementary Outcomes'. The main content area is titled 'Course: Record of Experience' and features a 'Back to Unit 1' link. Under the heading 'Unit 1 Supplementary Outcomes', there is a list of four items, each with a green checkmark icon to its right:

- SO 1.1 Supplementary Outcome Appendix A
- SO 1.2 Supplementary Outcome Appendix B
- SO 1.3 Supplementary Outcome Appendix C
- SO 1.4 Supplementary Outcome Appendix D

The footer contains contact information for NEBDN, including the address '110 London Street, Fleetwood, Lancashire, FY7 6EU', telephone and fax numbers, the website `www.nebdn.org`, and email `info@nebdn.org`. It also includes copyright information '© NEBDN 2013' and a login status message: '[Admin User] You are logged in as Learner One Logout'.

5.2 Supplementary Outcome

Supplementary Outcomes do not have the same uniform structure as the PERS. Each is different. Some require short text answers. Some require long text answers. Some require you to download a document to your local computer, to work on the document, to save it and then to upload it back into the RoE system.

This is an example of the latter type.

To edit this SO, click on one of the “edit” icons.

Search

SO 1.3 Supplementary Outcome

roe.nebdn.org/mod/dataform/view.php?id=27&view=81&entryid=21

The National Examining Board for Dental Nurses

Record of Experience

Learner One

more

My learning

RoE

Unit 1

Unit 1 Supplementary Outcomes

SO 1.3 Supplementary Outcome Appendix C

SO 1.3 Supplementary Outcome Appendix C

Supplementary Outcome

Currently active task

Student

To be completed by

You, the Student

Instructions

Complete your entries and save them.

If you are satisfied with this SO, forward it to a tutor by clicking "Finish step"

Finish step

Navigation

Settings

- Dataform activity administration
- Index
- Messaging
- My profile settings

SO 1.3 Supplementary Outcome Appendix C

Current view: Supplementary Outcome

Student: Learner One

Subject: Personal Development Plan

Personal development planning is a process which prompts you to reflect on your development in a purposeful way. This is a simple written plan which asks you to evaluate your achievements, sets out medium to long term aims and plan future development including lifelong learning and continued professional development. Your PDP should be reviewed regularly and updated as your career develops. Dental Nurses are expected to be able to identify their learning needs and plan for their personal development throughout their careers including during the training phase. Learning and development goals should be decided on the basis of reflective practice, witness/tutor feedback and / or reported developments in the practice of dentistry. Students should include copies of the reflective accounts and feedback on which they are basing their development targets (e.g. unsatisfactory PERS) in their PDP.

To download PDP template, click here

Upload completed PDP

Tutor Feedback to Student:

Tutor Judgement:

Sampled by Internal Moderator:

Meets NEBDN requirements:

5.3 SO – edit

This example illustrates an SO where the student must download a document, process it, save it and then upload it back into the system.

The download link is the word “here” at the end of the explanation.

To upload the finished file, either drag it into the area marked:

“You can drag and drop files here to add them.”

or click on the “Add “ link and follow the instructions.

Don't forget to “Save changes” afterwards!!

The screenshot shows a web browser window with the URL `roe.nebdn.org/mod/dataform/view.php?id=27&view=81&filter=73&editentries=21&sesskey=JgROMI7s4D&ids=21`. The page header includes the logo of The National Examining Board for Dental Nurses and the text "Record of Experience". The user is logged in as "Learner One".

The main content area is titled "SO 1.3 Supplementary Outcome Appendix C". It features a "Current view" dropdown set to "Supplementary Outcome". Below this, there are "Save changes" and "Cancel" buttons. The "Student/Learner One Subject:" dropdown is set to "Personal Development Plan".

The text area contains the following information:

Personal development planning is a process which prompts you to reflect on your development in a purposeful way. This is a simple written plan which asks you to evaluate your achievements, sets out medium to long term aims and plan future development including lifelong learning and continued professional development. Your PDP should be reviewed regularly and updated as your career develops. Dental Nurses are expected to be able to identify their learning needs and plan for their personal development throughout their careers including during the training phase. Learning and development goals should be decided on the basis of reflective practice, witness/tutor feedback and / or reported developments in the practice of dentistry. Students should include copies of the reflective accounts and feedback on which they are basing their development targets (e.g. unsatisfactory PERS) in their PDP.

To download PDP template, [click here](#)
Upload completed PDP

Maximum size for new files: 2MB, maximum attachments: 1

There is an "Add..." button and a "Files" section. A large dashed box with a blue arrow pointing down and the text "You can drag and drop files here to add them." is shown for file uploads.

At the bottom, there is a section for "Tutor Feedback to Student:".

5.4 Finishing your part of an SO

Once you have finished editing an SO and have saved your work, you must decide whether it is ready to be passed on to your tutor.

You can find the work flow block on the left of the SO, towards the top.

When you consider the SO to be ready, click the “Finish step” button. Your SO will then be available to your tutor for assessment.

If your tutor considers that you should take another look at the SO, they can return it to you. You will receive a notification and, when you open the SO, you will be able to read any comments that your tutor has added.

Be aware that a tutor cannot edit your entries. All he/she can do is comment.

After you have edited the SO (and saved it) you will be able to return it to your tutor by clicking on “Finish step”.

The screenshot shows a web interface for 'SO 1.3 Supplementary Outcome'. On the left, a sidebar titled 'Supplementary Outcome' contains a 'Currently active task' section with the following details: 'Student', 'To be completed by' (You, the Student), and 'Instructions' (Complete your entries and save them. If you are satisfied with this SO, forward it to a tutor by clicking "Finish step"). A 'Finish step' button is at the bottom of this sidebar. The main content area on the right is titled 'SO 1.3 Supplemen' and includes a header with 'Student:Learn' and 'Subject:Perso'. The main text area contains the following instructions: 'Personal development planning evaluate your achievements, s Your PDP should be reviewed personal development through practice, witness/tutor feedback on which they are basing their To download PDP template, cli Upload completed PDP Tutor Feedback to Student: The feedback should be'.

6 Supervision & support

In addition to the staff of your training provider and your employing/supervising dentist, each student may have a mentor and will require one or more witnesses for their PERS.

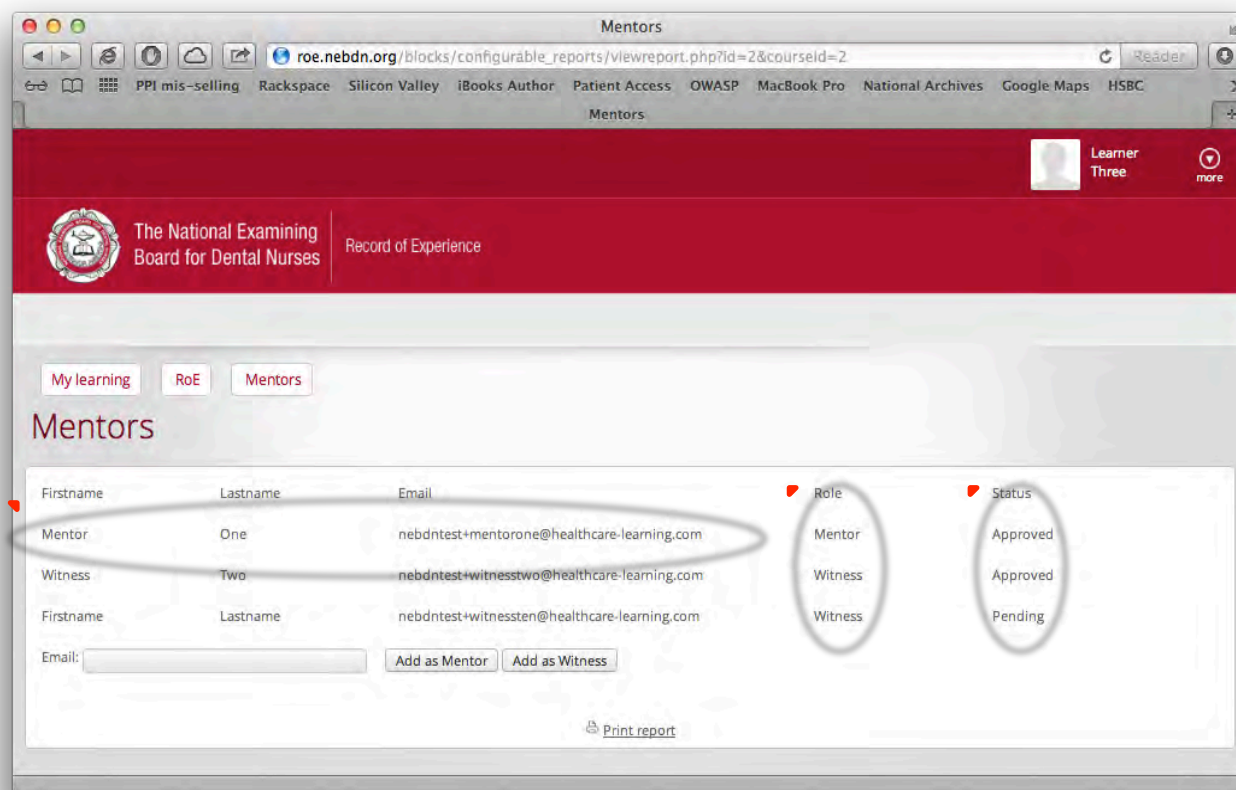
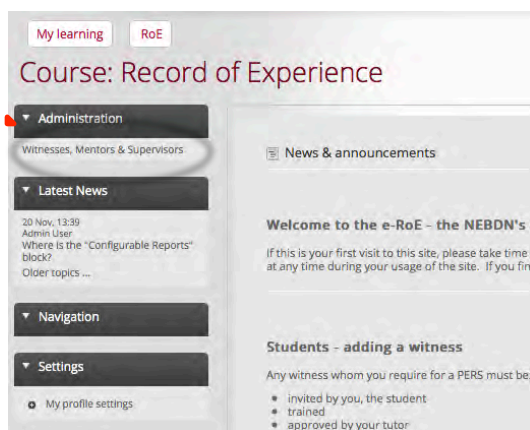
Witnesses must complete the Witness Training Programme, and both Witnesses and Mentors must be approved by your tutor before being permitted to act within the RoE.

You may view a list of all your supervising staff using the “Witnesses, Mentors & Supervisors” report, available via the “Administration” block on the left of the page.

The report shows the role and status of each.

To request an additional witness or mentor, insert their email address in the “email” field at the foot of the report and select the relevant “Add” button. Please ensure that you enter the correct email address for your invitee.

The invitee will appear on your Witnesses, Mentors & Supervisors list. Until approved by your tutor, their status will show as “pending” and they will be unable to view your work.



7 Reset password

If you forget your password or, for some reason, your password is no longer accepted by the system, you can request that it be reset. In order to protect your privacy, this process includes a number of steps that are intended to verify the identity of the person making the request. These steps are described in the following five pages. They are:

1. Request password reset
2. Receive a reset confirmation
3. Receive a new temporary password
4. Select the password that you wish to use
5. Receive a confirmation that your new password has been accepted.

Until you have completed all steps in this process you will not be able to access the rest of the website.

7.1 Request password reset

After clicking “Forgotten your username or password?” on the landing page.

If you remember your username but have a problem with the password, enter your username.

If you are unsure about your username, enter the email address with which you registered.

The click “Search”

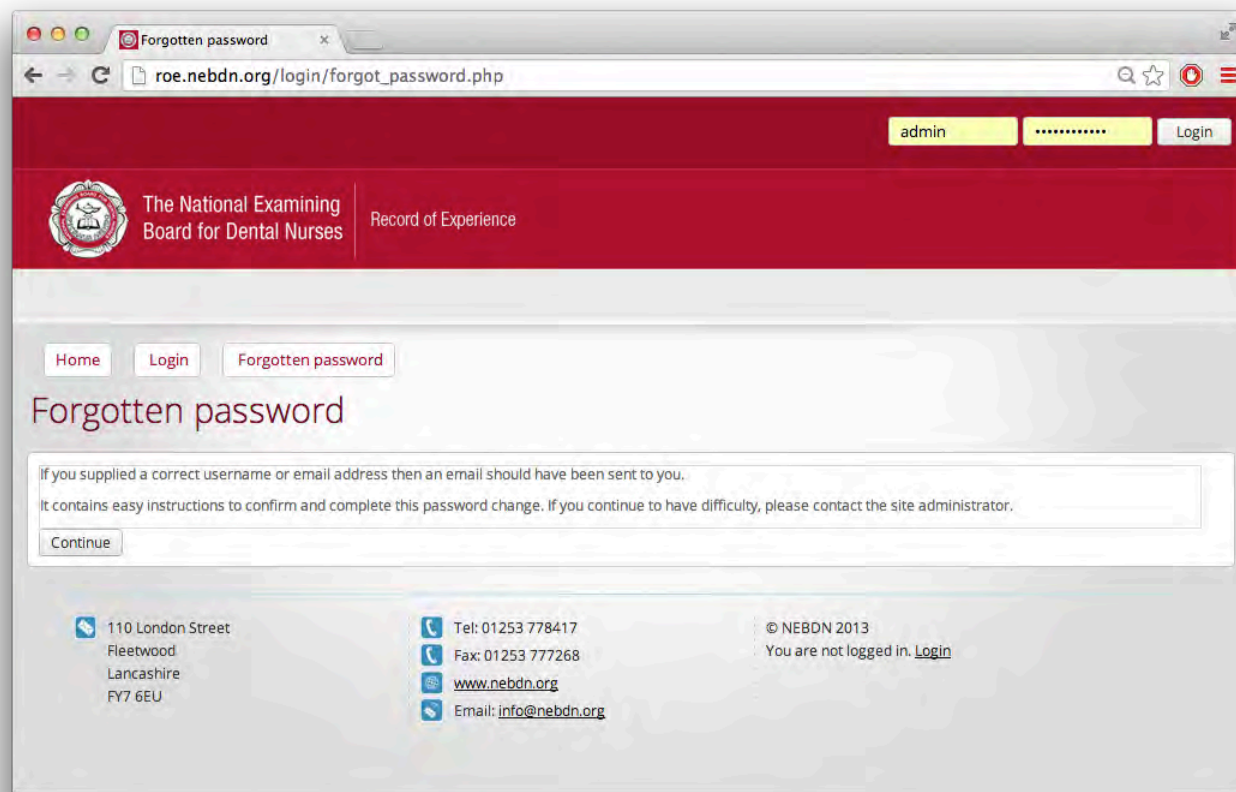
If you are unsure about all your details, send an email explaining your circumstances to eRoE.support@nebdn.org.

The screenshot shows a web browser window with the address bar displaying 'roe.nebdn.org/login/forgot_password.php'. The page has a red header with the NEBDN logo and the text 'The National Examining Board for Dental Nurses' and 'Record of Experience'. Below the header, there are navigation links: 'Home', 'Login', and 'Forgotten password'. The main content area is titled 'Forgotten password' and contains a message: 'To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.' Below this message is a form with the heading 'Search by username or email address'. The form has two input fields: 'Username' and 'Email address', and a 'Search' button. At the bottom of the page, there is contact information for NEBDN, including the address '110 London Street, Fleetwood, Lancashire, FY7 6EU', telephone and fax numbers, the website 'www.nebdn.org', and the email 'info@nebdn.org'. There is also a copyright notice '© NEBDN 2013' and a login status message 'You are not logged in. Login'.

7.2 Reset request confirmation

In response to your clicking “Search” you should see this message and, soon afterwards, you should receive a confirmation email. If an email does not arrive within a minute or two, please check your ‘junk’ or ‘spam’ mailbox.

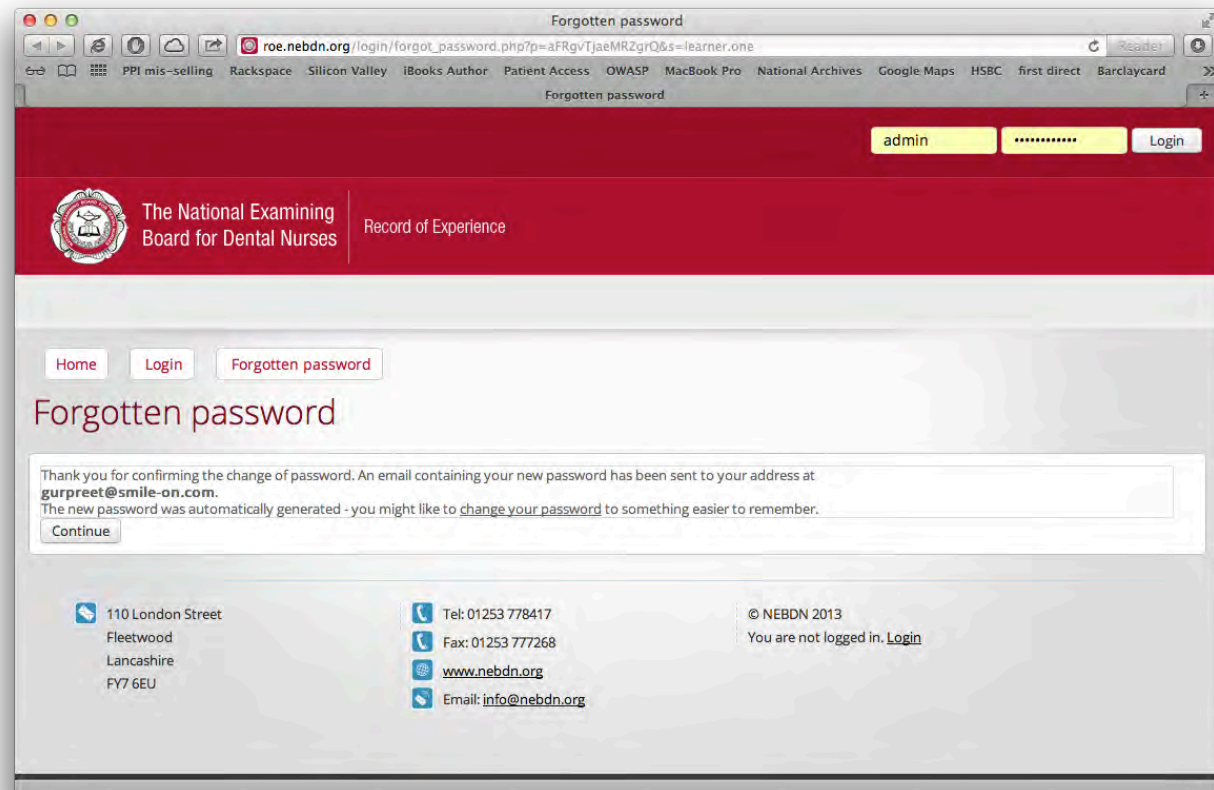
In the confirmation email you will find a link that you should click.



7.3 New password notice

Up on clicking the link in the confirmation email you should see this notice. Click “continue” and then look for a second email containing your username and a password.

Use these to log in to the website.



7.4 Change password

When you (finally) succeed in logging in, you should be taken to the 'Change password' page. If not, please go there by clicking the "Change password" link in the "Settings" menu, under "My profile settings".

You have to enter your current password (that's the one you received in the email) and then the new password that you wish to use from now on.

Please enter that password again in the "New password(again)" field, and then click "Save changes".

The screenshot shows a web browser window with the URL `roe.nebdn.org/login/change_password.php?id=1`. The page has a red header with the logo of The National Examining Board for Dental Nurses and the text "Record of Experience". In the top right corner, there is a user profile icon labeled "Learner One" and a "more" dropdown menu. Below the header, there is a navigation bar with buttons for "My learning", "My profile settings", "Change password", "Learner One", and "Change password". The main content area is titled "Change password" and contains a form with the following fields and labels:

- Username:** learner.one
- Current password*:** A text input field.
- New password*:** A text input field.
- New password (again)*:** A text input field.

Below the input fields, there is a message: "The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s)". At the bottom of the form, there are two buttons: "Save changes" and "Cancel".

7.5 Password change confirmed

If you see this page, you know that your new password has been accepted and that you can continue on to using the rest of the website.

If you do not see this page, the system may not have accepted your new password and you might have to go through some or all of this process again.

Remember, in case of trouble, email to eRoE.support@nebdn.org.

